

# EnTitle User Guide

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## Welcome

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### Welcome

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## Introduction

EnTitle is a Windows desktop utility for changing the names of multiple files. It provides flexible free-text and pattern based renaming, find and replace, case changes and number sequences.

Use EnTitle when you need to:

- When you need to batch rename files across multiple folders, entire drives or network shares.
- When it's important to preview the name changes before applying them.
- When you do not want to move or consolidate files before renaming them.
- When you need to visually organize and group files before operating on them.
- If you need to group sub-sets of files (e.g. by extension, modified date, size, location, etc).
- When you need to print file lists or export them to Excel or CSV.
- When you want to rename many files quickly in a spreadsheet-like environment.
- When you want to use free-text renaming patterns and sequential numbering.
- When you require detailed error reporting and an audit trail.
- When you simply need to perform a fast, deep file search across a complex folder structure.



## Key Features

- Fast, recursive file search with low CPU utilization.
- Bulk file renaming with wildcards and sequencing.
- Change file case (Upper, Lower and Title).
- Batch rename within existing folder structure.
- Inline spreadsheet-like renaming for individual files.
- Easy, intuitive spreadsheet-like interface.
- Search local or USB drives and network shares.
- Pause, resume and stop searches.
- Preview names changes before applying.
- Export file lists to Excel or CSV.
- Print to PDF, HTML, MHT, RTF, TXT or PNC.
- Sort, group and filter by file attribute.
- User-defined multi-attribute filters.
- Pre-filter by file extension when searching.
- Supports all file types, pictures, music and video.
- Windows 7, 8 and 10 compatible.

EnTitle is licensed by individual user with discounted company wide and educational options available.

For more information visit: [www.byteshift.co.uk](http://www.byteshift.co.uk) or email [support@byteshift.co.uk](mailto:support@byteshift.co.uk)

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## User Interface

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### User Interface

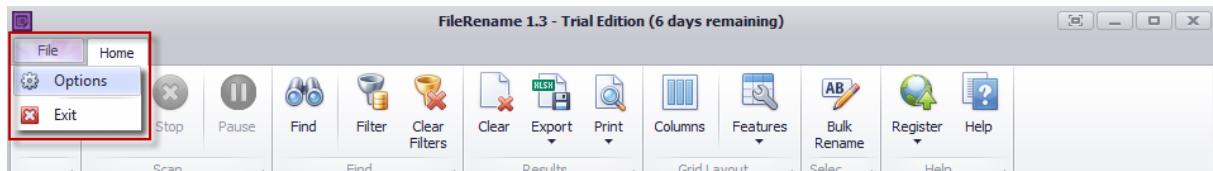
- [Tool Ribbon](#)
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## Tool Ribbon

### Tool Ribbon Reference

The following quick reference provides an overview for each menu and icon on the EnTitle tool ribbon. Hover over any menu item within the application to see this information in a tool-tip.

#### File Menu



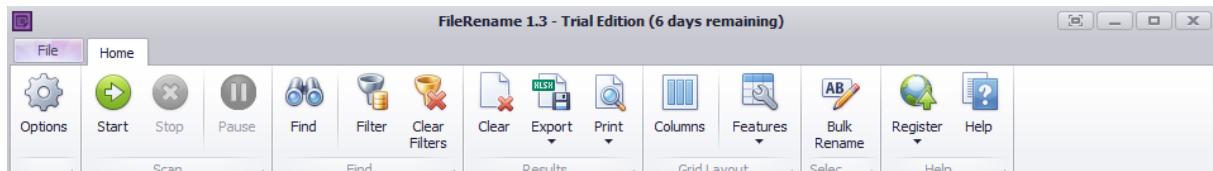
**File**

**Options**  
Display the Options dialog.

**Exit**  
Exit EnTitle

### Home Ribbon

The Home ribbon provides access to the most frequently used features, including: starting and stopping scans, working with the preview Browser and manipulating results in the grid.



Settings	Scan	Find	Results	Grid Layout	Selection	Help
<b>Options</b> Display the Options dialog.	<b>Start</b> Start a new scan.	<b>Find</b> Perform a free-text keyword search across all results.	<b>Clear</b> Clear the current search results.	<b>Columns</b> Choose columns to display file attributes.	<b>Bulk Rename</b> Display the Bulk File Renaming dialog to rename files selected in the main results grid.	<b>Register</b> Visit the EnTitle website to purchase a license key.
	<b>Stop</b> Stop a running scan.	<b>Filter</b> Filter columns by value, date ranges, minimum and max values, etc.	<b>Export</b> Export results to Excel or CSV format.	<b>Features</b> Show / hide grid features such as AutoSize columns, Group By, Find Panel or Filter Rows.		<b>User Guide</b> Display the EnTitle user guide.
	<b>Pause</b> Pause / resume scanning.	<b>Clear Filters</b> Clear existing all existing data filters.	<b>Print</b> Print or print-preview results.			

## Path Selector

### Path Selector

Before a searching for files a starting folder must be specified. You may optionally choose to exclude sub-folders or provide a list of file extensions to look for.

These starting options are set using the **Path Panel** and **Folder Browser** controls.

### Path Panel

Located immediately below the toolbar, the path panel is where you:

- Choose the topmost folder to begin searching for files.
- Choose whether to scan within sub-folders or only the topmost folder.
- Provide a list of file extensions to scan for (all others will be ignored).



### Search Mode

Search Mode tells EnTitle when to begin scanning a selected folder for files.

- **Browse:** Files are scanned and displayed immediately whenever the selected folder changes (similar to Windows Explorer).
- **Scan:** File are scanned and displayed only when the Start button is clicked on the toolbar ribbon.

Using **Scan** mode is recommended when the **Scan sub-folders** option is selected and when working with folders which contain large numbers of files. This mode avoids unnecessary scanning while navigating folders or configuring options, such as file extension to pre-filters.



### Path Selector

Specifies the starting location for searching (the top-most folder). Begin typing a path or use the drop-down button to browse to a location.

The **Path Selector** drop-down is linked to the **Folder Browser**. When one changes, the other updates to reflect the chosen path. You can use either to browse to the starting folder for the scan.



### Include Sub-folders

When checked, the starting folder and all sub-folders will be recursively searched. When unchecked, only the starting folder will be searched.

For example, to search the entire C:\ drive of a PC for all files:

- Enter C:\ as the starting path.

- Check the **Include Sub-Folder** option.
- Leave the **File Extensions** pre-filter box empty.



### File Extensions Pre-filter

When searching for files, result can be filtered either during or after the search. To pre-filter results during searching, enter a comma separated list of the file extensions you wish to find. For example, to find and display image type files you may use a filter such as \*.jpg, \*.png, \*.bmp, \*.gif. Note: The "\*" prefix is optional when specifying extensions.

Only files matching one of the extensions specified will be returned in the results.

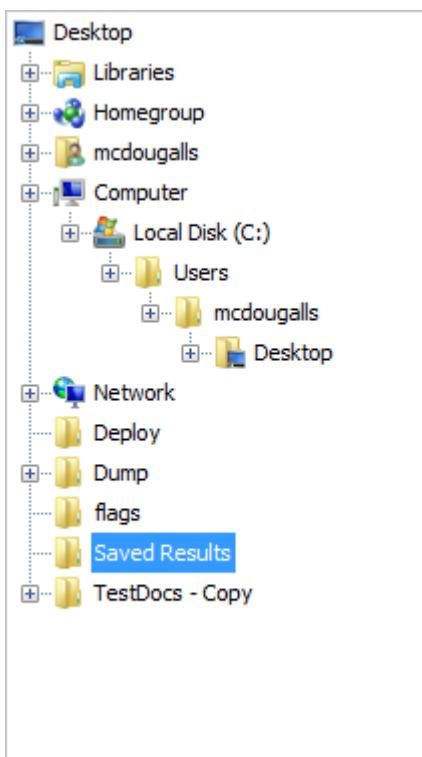
Any filters entered are saved and available again the next time EnTitle is opened.



### Folder Browser

The **Folder Browser** is used to specify the starting folder for a search. Any selection made will be immediately reflected in the **Path Selector**.

The **Folder Browser** supports drag and drop operations, renaming and viewing of folder properties via right-click.



## Results Grid

### Results Grid

The Results Grid is used to display and interact with the files found by searching. Results are displayed in real-time as the search runs.

#### Overview

Results are displayed in an Excel-like grid with full sort, filtering, grouping and conditional format capabilities. The most common features are described below with many additional features accessible by right-clicking within the grid - such as on column headers, within cells or on group headers.

	Name	Path	Extens...	Last Modified	Size (KB)
1	01 Dakota - (Track 1).mp3	C:\Users\mcdougalls\Desktop\Sa...est Of Stereophonics (EU Version)	.mp3	26/01/2013	12,016
2	02 The Bartender And The Thief - (Track 2).mp3	C:\Users\mcdougalls\Desktop\Sa...est Of Stereophonics (EU Version)	.mp3	26/01/2013	7,070
3	03 Just Looking - (Best Track 3).mp3	C:\Users\mcdougalls\Desktop\Sa...est Of Stereophonics (EU Version)	.mp3	26/01/2013	10,237
4	04 Have A Nice Day - (Track 4).mp3	C:\Users\mcdougalls\Desktop\Sa...est Of Stereophonics (EU Version)	.mp3	26/01/2013	8,258
5	05 Local Boy In The Photograph - (Track 5).mp3	C:\Users\mcdougalls\Desktop\Sa...est Of Stereophonics (EU Version)	.mp3	26/01/2013	8,058
6	06 Maybe Tomorrow - (Track 6).mp3	C:\Users\mcdougalls\Desktop\Sa...est Of Stereophonics (EU Version)	.mp3	26/01/2013	11,011
7	07 Superman - (Track 007).mp3	C:\Users\mcdougalls\Desktop\Sa...est Of Stereophonics (EU Version)	.mp3	26/01/2013	9,391
8	08 Pick A Part That's New - (Track 8).mp3	C:\Users\mcdougalls\Desktop\Sa...est Of Stereophonics (EU Version)	.mp3	26/01/2013	8,597
9	09 My Own Worst Enemy - (Track 9).mp3	C:\Users\mcdougalls\Desktop\Sa...est Of Stereophonics (EU Version)	.mp3	26/01/2013	8,695
10	10 I Wouldn't Believe Your Radio - (Track 10).mp3	C:\Users\mcdougalls\Desktop\Sa...est Of Stereophonics (EU Version)	.mp3	26/01/2013	9,011
11	11 You're My Star - 26 - (Track 11).mp3	C:\Users\mcdougalls\Desktop\Sa...est Of Stereophonics (EU Version)	.mp3	26/01/2013	10,881
12	12 Mr Writer - (Track 12).mp3	C:\Users\mcdougalls\Desktop\Sa...est Of Stereophonics (EU Version)	.mp3	26/01/2013	10,745
13	13 Step On My Old Size Nines - (Track 13).mp3	C:\Users\mcdougalls\Desktop\Sa...est Of Stereophonics (EU Version)	.mp3	26/01/2013	9,552

### Choosing Columns

Several columns are available to be shown on the grid. Each column displays different information about the files displayed in the results. Several of the most frequently used columns are shown by default, with other columns added via the **Columns** button in the **Grid Layout** section of the toolbar ribbon.

#### To add columns:

1. Click the **Columns** button on the toolbar ribbon to display the list of available columns.
2. Drag a column from the pop-up window to the grid



To remove columns:

1. Click and drag a column heading off the grid. The cursor will change to a large **X** when the column can be dropped and removed.

### **Opening a File or Folders**

Multiple files can be opened / launched directly from the results grid.

To open a single file:

- Double-click any row in the grid, or
- Select a row in the grid and click the **Open** button on the toolbar, or
- Select a row in the grid and press **Return**

To open multiple files:

- Select multiple rows in the grid using any of the following methods:
  - Press **CTRL + A** to select all rows.
  - Select the first row then press **SHIFT + Click** on the last row to select a sequential range.
  - Select non-adjacent rows by repeating pressing **CTRL + Click** on each row.
- With the rows selected, click the **Open** button on the toolbar.

Files will open in their native application on your PC (if installed). Folders will open in Windows Explorer.

### **Filtering**

Results can be filtered in several ways:

- By typing in to the auto-filter row immediately below each column header.
- By hovering over a column header to display the drop-down filter icon then selecting a column value to filter on
- By creating a custom filter using the **Filter** button on the toolbar.

## **Sorting**

Results are sorted by clicking on a column header. Clicking the header multiple times will toggle sorting between ascending, descending and unsorted.

## **Grouping**

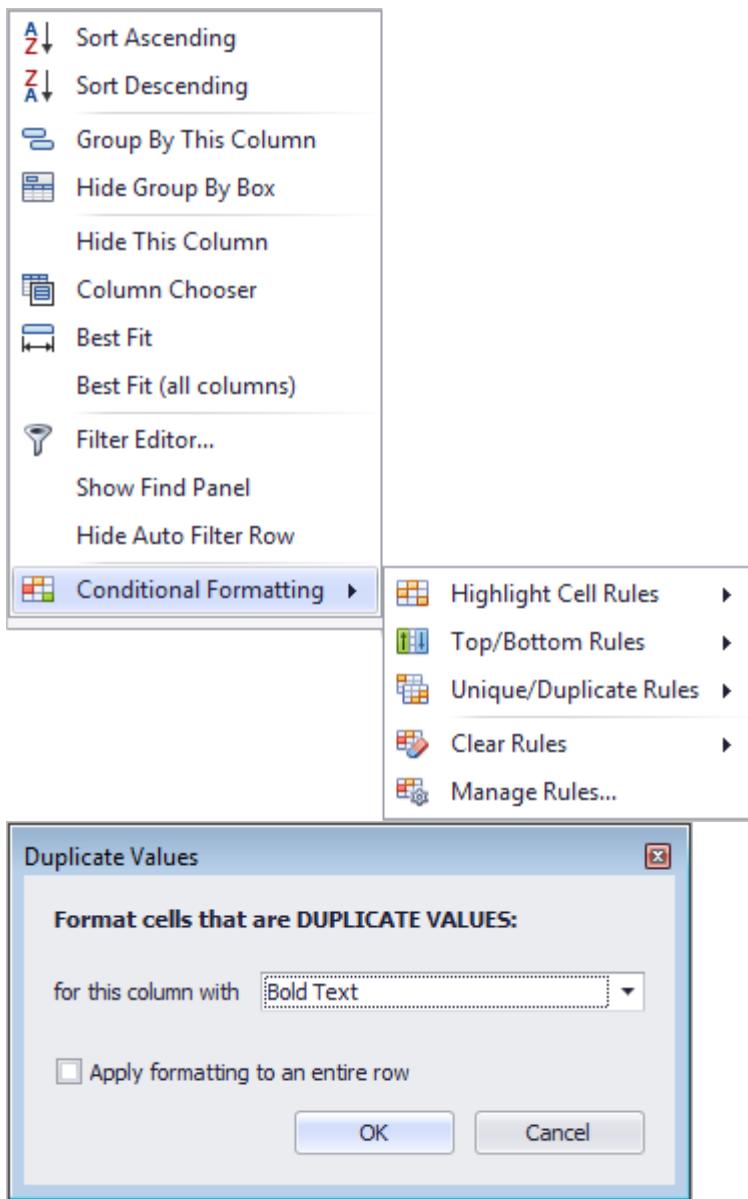
Results are grouped by dragging a column header to the **Group By** row shown immediately above the column headers. Nested groupings can be created by dragging multiple column headers to the **Group By** row. To remove a grouping, drag the column header out of the **Group By** row.

## **Conditional Formatting**

Results can be formatted to highlight specific subsets of data such duplicates of files over a certain age or size.

To apply conditional formatting:

- Right-click on any column heading.
- From the pop-up menu select **Conditional Formatting** and then the sub-menu required (e.g. Unique/Duplicate Value Rules).
- Build and apply the required formatting conditions.



## Exporting

Results can be exported for external analysis in three formats:

- Excel .xlsx format
- Excel .xls format
- Comma separated .csv format

**Note:** If you wish to preserve any conditional formatting in the export, select XLSX as the export format.

## Batch Operations

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### Batch Operations

The following sections describe supported rename operations:

- [Bulk Renaming Files](#)
- [Renaming Files In-line \(within search results\)](#)

## Bulk Renaming Files

### Bulk Renaming Files

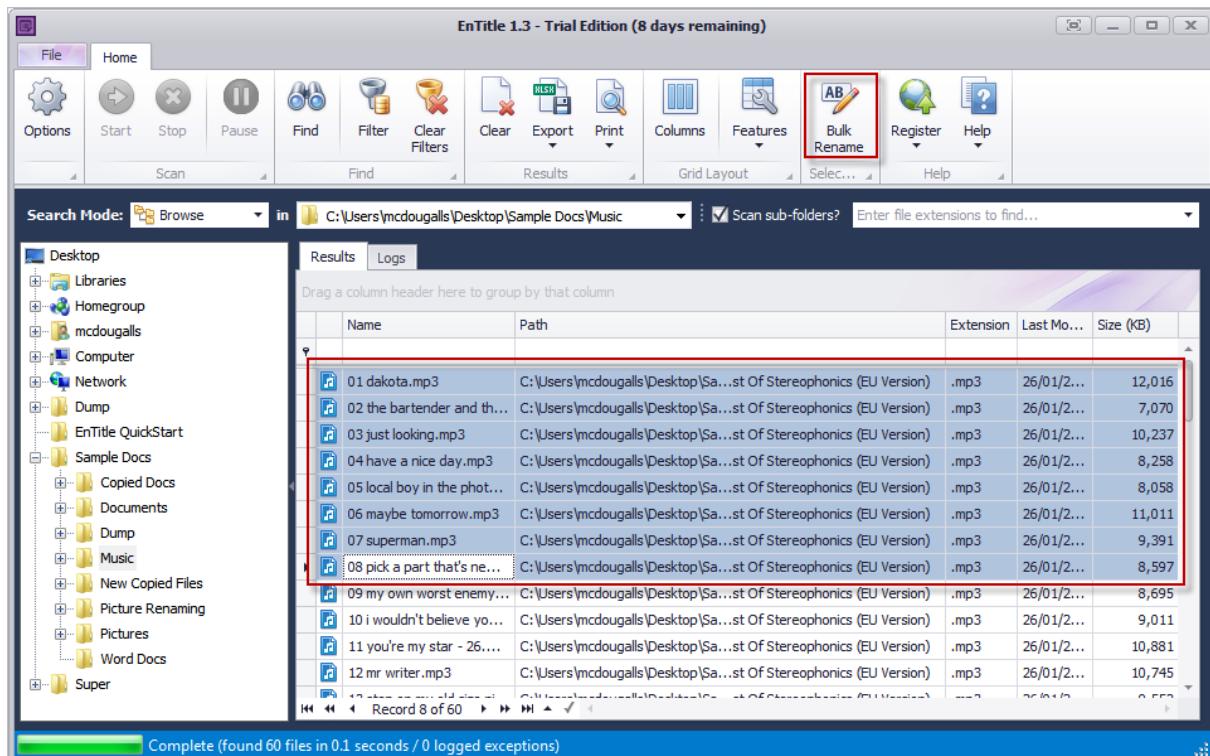
EnTitle supports bulk renaming of files, including recursive cross-directory renaming.

The recommended approach to renaming, as with any major bulk file operation, is to:

1. Make a copy of the files (or take a full backup and test it can be restored).
2. Perform the rename operation on the copied files.
3. Delete the original files when you're happy with the renamed copies.

### General Approach

1. Scan a folder location to find the files to work with.
2. Optionally group, sort and filter the search results.
3. Select the rows in the results grid to operate on.
4. Click the **Batch Rename** button on the toolbar ribbon.

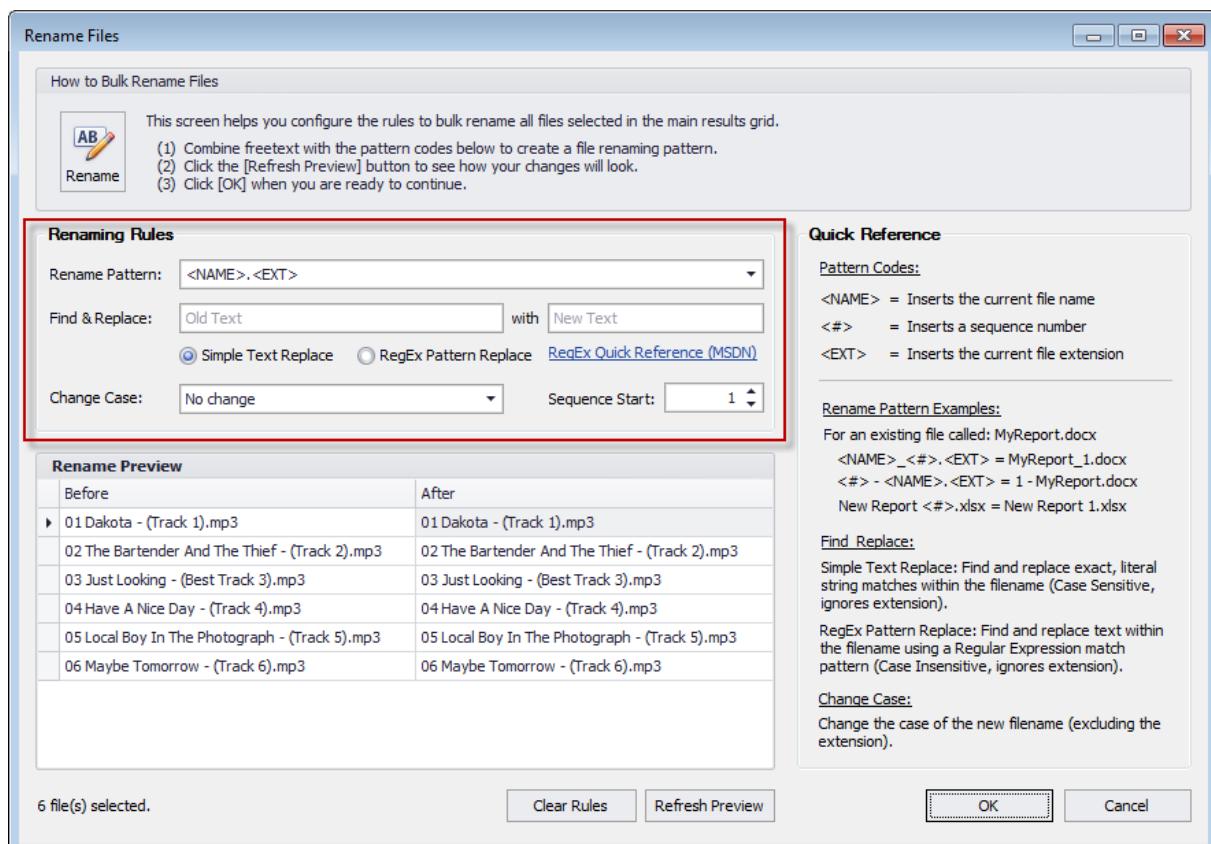


### Rename Files Dialog

The **Rename Files** dialog is where you specify the **Renaming Pattern** for the new file name as well as any optional rules to be applied during the operation (such as changing the case of the file name or finding and replacing text).

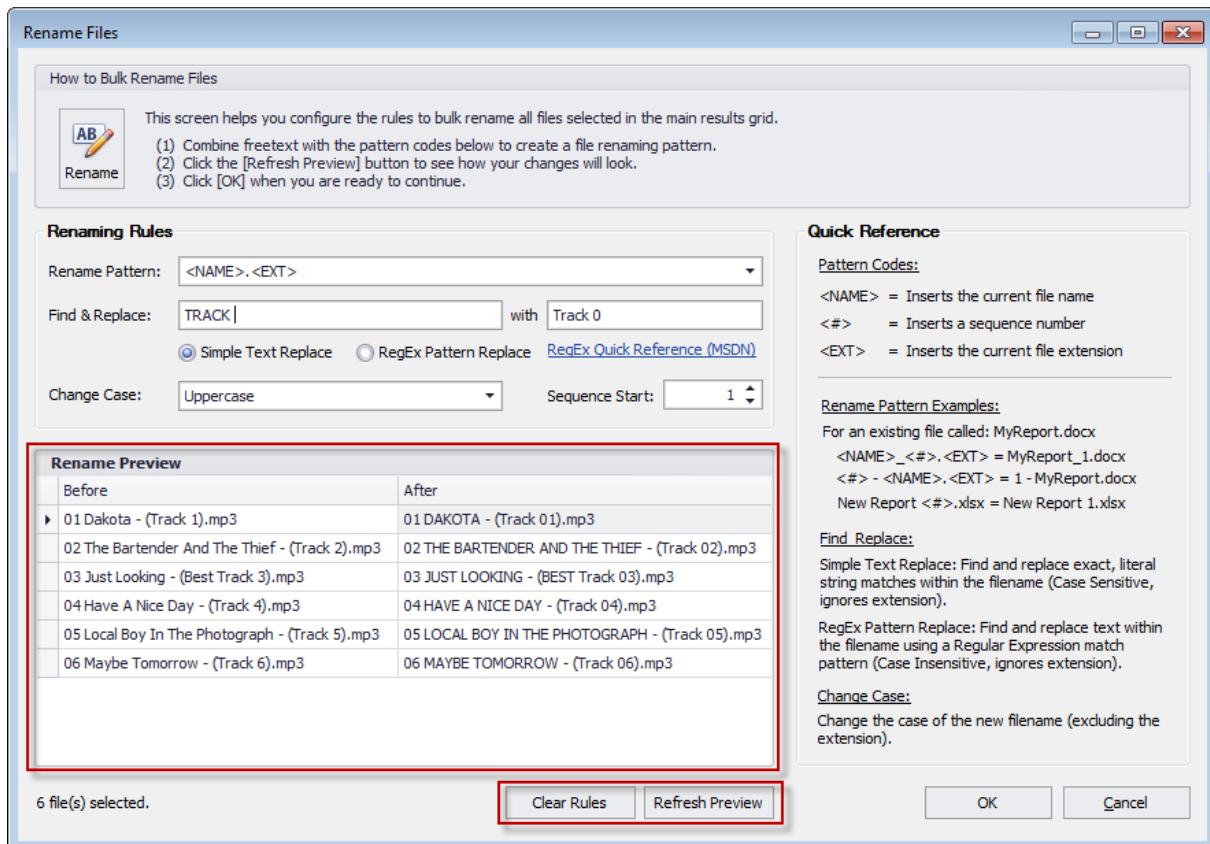
### Renaming Rules

Renaming rules control how each file selected in the main results grid will be renamed. The only mandatory field is **Rename Pattern**, which tells EnTitle which portions of the existing file name to reuse and any new literal text or numeric sequences to insert. By default, the pattern `<NAME>.<EXT>` is displayed which will leave the file name unchanged, but allows for optional rules such as **Change Case** or **Find and Replace** to be applied.



Feature	Description
<b>Rename Pattern</b>	<p>A combination of literal text and one or more Pattern Codes which together are used to build up the new name of each file to be renamed.</p> <p>EnTitle currently support three pattern codes:</p> <ul style="list-style-type: none"> <li>&lt;NAME&gt; Inserts the existing file name in to the new file name at the position where &lt;NAME&gt; appears in the pattern code.</li> <li>&lt;EXT&gt; Inserts the existing file extension in to the new file name at the position where &lt;EXT&gt; appears in the pattern code.</li> <li>&lt;#&gt; Inserts an incrementing numeric sequence in to the new file name at the position where &lt;#&gt; appears in the pattern code.</li> </ul>
<b>Find &amp; Replace</b>	<p>Allows text or patterns in a file name to be replaced with new values.</p> <p>Find and Replace can operate in two modes:</p> <p><b>Simple Text Replace</b>            Exact text matches for the value specified in the <b>Old Text</b> field will be replaced with the value in the <b>New Text</b> field. Simple text replaces <u>are</u> case sensitive (so MUSIC and music are not considered to be the same).</p> <p>To remove text from a file name, enter the text to find on the Old Text field and leave the New Text field empty.</p> <p><b>RegEx Pattern Replace</b>            Allows more complex regular expression replace patterns to be used. Such as replacing specific character sequences or text between parenthesis. For more information on regular expressions, see this <a href="#">MSDN article</a> or search the web for 'RegEx Replace Examples'. RegEx Pattern Replacements are not case sensitive.</p> <p><b>Note:</b> Find and Replace operations are performed <u>after</u> any case changes, so be sure to specify the <b>Old Text</b> value to find in the new case format.</p>
<b>Change Case</b>	Allows changing of the new file name to UPPER CASE, lower case or Title Case as required.
<b>Sequence Start</b>	The starting sequence number to be used when the <#> pattern code is used. The first renamed file will start with the sequence number specified and will be incremented by 1 for each subsequent file.

## Rename Preview Grid

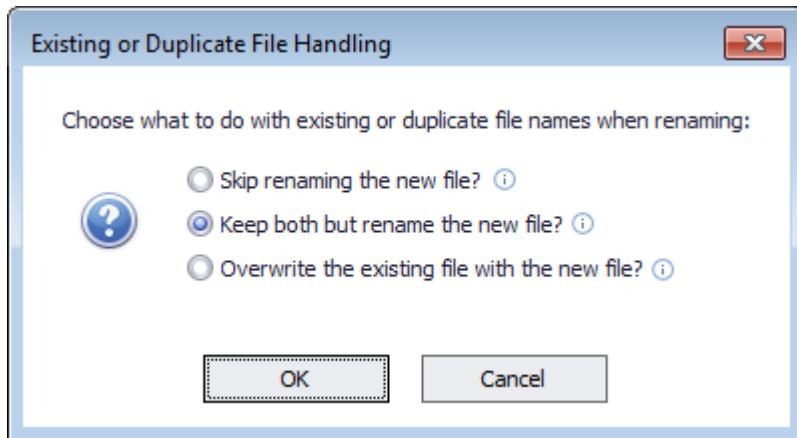


Feature	Description
<b>Rename Preview</b>	Shows how the files selected for renaming current appear, and how they will look after the renaming rules have been applied. This is a guide only and does not guarantee the rename operation will be successful (e.g. if files are in use, locked or have been moved or renamed since the search results were obtained).
<b>Clear Rules</b>	Clears all Renaming Rules and sets the Rename Pattern back to its default value of <NAME>.<EXT>
<b>Refresh Preview</b>	Refreshes all rows in the Rename Preview grid using the current Renaming Rules.

## Renaming Files

When you are ready to proceed and rename the files on the file system, click the **OK** button.

Before beginning the rename operation EnTitle needs to know how to handle any existing or duplicate filenames it may encounter. You will be prompted to select an action to apply to all duplicate names while the operation runs. The following dialog will offer you three options:



When EnTitle encounters an existing file with the same name as a file it is trying to rename, it will use your selection above to take one of the following actions:

Option Selected	Action Taken
Skip copying the new file?	EnTitle will skip the current file and move on to the next file to be renamed.
Keep both but rename the new file?	EnTitle will append a sequential number to the end of the new file being renamed to make it unique. For example: MyResume (1) .docx, MyResume (2) .docx, etc. If existing file names already contain sequences, this may result in double sequences appearing in file names (e.g. MyResume (1) (2) .docx). Existing sequences should be removed first.
Overwrite the existing file with the new file?	EnTitle will overwrite any existing files in the destination folder with the new file being copied in. <b>Use this option with caution when renaming files with a pattern which will result in identical names - only the last renamed file of that name will remain in the destination folder!</b> Any files overwritten as part of a bulk rename operation will be moved to the Recycle Bin rather than deleted (whenever possible).

## Renaming Files Inline

### Renaming Files In-line (within search results)

EnTitle supports renaming files directly within the main search results grid.

To rename a single file:

- Search to display the file(a) for renaming in the results grid.
- Click once in the Name column to active it.
- Click again a moment later to place the cell in edit mode (denoted by a small pencil icon).
- Over-type the name and press Return or click elsewhere on the grid.

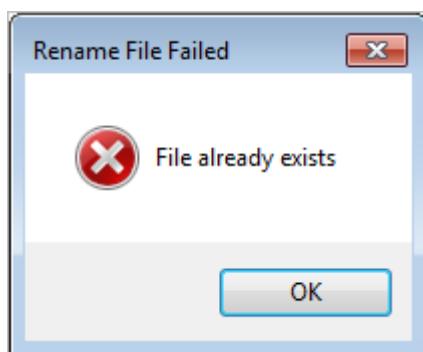
Drag a column header here to group by that column					
	Name	Path	Extension	Last Modified	Size (KB)
▼	01 Dakota - (Track 1).mp3	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	12,016
▼	02 The Bartender And The Thi...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	7,070
▼	03 Just Looking - (Best Track 3...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	10,237
▼	04 Have A Nice Day - (Track 4...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	8,258
▼	05 Local Boy In The Photograph...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	8,058
▼	06 Maybe Tomorrow - (Track 6...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	11,011
▼	07 Superman - (Track 007).mp3	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	9,391
▼	08 Pick A Part That's New - (Tr...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	8,597
▼	09 My Own Worst Enemy - (Tr...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	8,695
▼	10 I Wouldn't Believe Your Ra...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	9,011
▼	11 You're My Star - 26 - (Track...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	10,881
▼	12 Mr Writer - (Track 12).mp3	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	10,745
▼	13 Step On My Old Size Nines ...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	9,552
▼	14 Devil - (Track 14).mp3	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	11,264
▼	15 It Means Nothing - (Track 1...	C:\Users\mcdougalls\Desktop\Sample D...Sun - Best Of Stereophonics (EU Version)	.mp3	26/01/2013	9,117
Record 7 of 60					

### File Name Validation

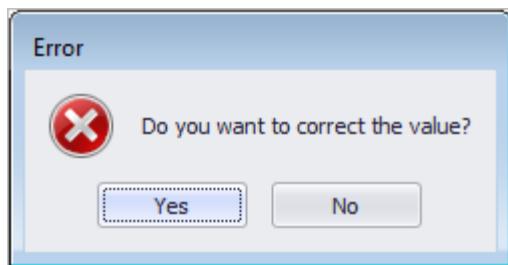
The new file name will be validated before applied. If no problems are detected the underlying file will be renamed and the cell will exit edit mode.

### Duplicate File Name Check

If the name change would result in two files with the same name in the same folder, the following warning will be displayed:



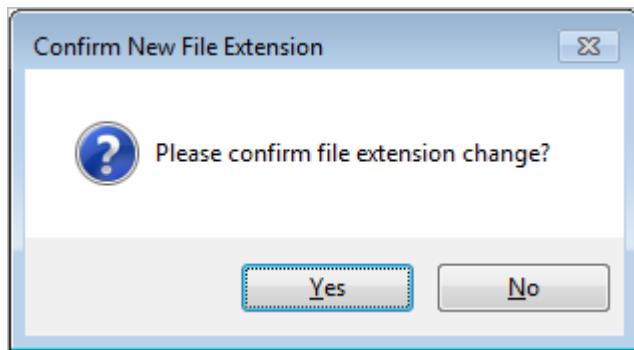
After clicking OK, you are presented with a choice to return to edit mode and correct the error or undo any changes:



- Click **Yes** to continue editing and provide a unique name.
- Click **No** to abandon the rename operation and leave the file name unchanged.

### File Extension Change Check

If you attempt to change the file extension while renaming a file, the following confirmation prompt will be displayed:



- Click **Yes** to continue renaming the file and change its extension.
- Click **No** to cancel the renaming operation and optionally return to edit mode to make corrections.

## Options

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### Options

- [Application Options](#)
- [Licensing](#)

## Application Options

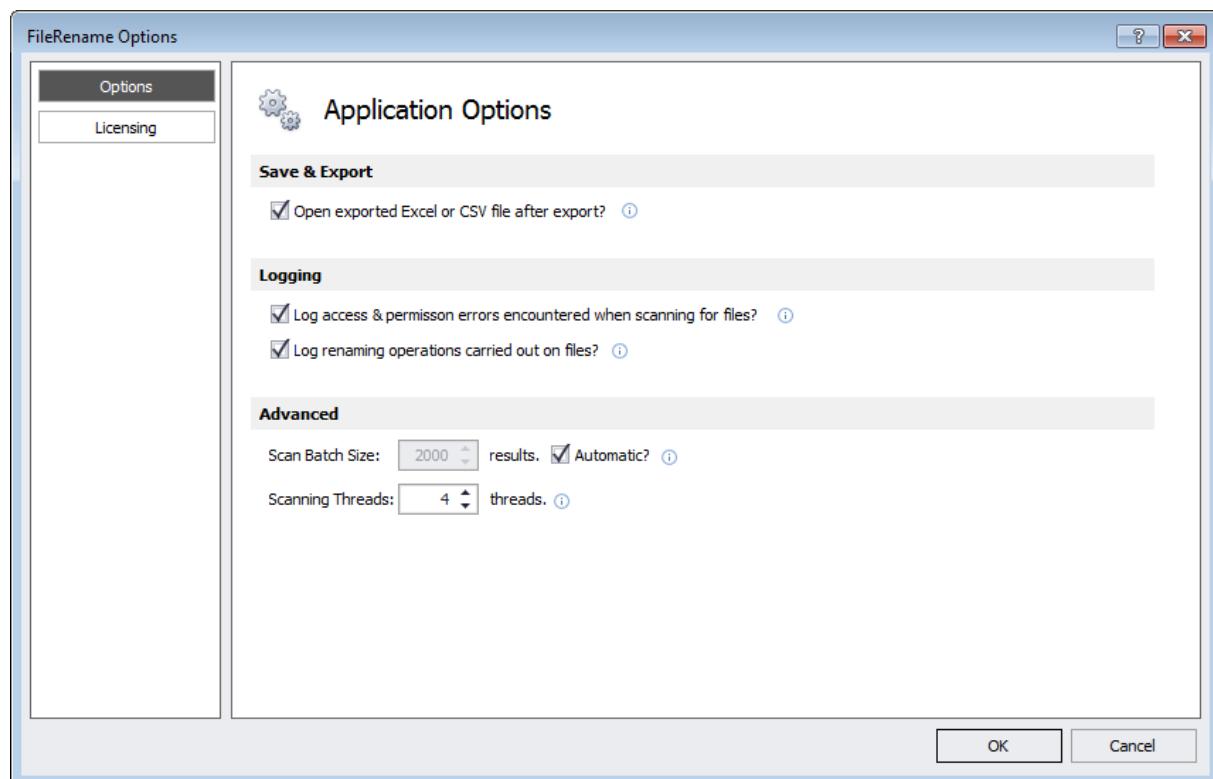
### Application Options

To display Application Options window click the **Options** button on the toolbar ribbon.

Options should be configured before starting a scan and are saved between EnTitle sessions. Several options can be changed while a scan is in progress (such as logging) and will take immediate effect. Options which cannot be changed during a scan are grayed out while a scanning is in progress.

#### Overview

Option changes take effect as soon as the **OK** button is clicked to close the window. To disregard any changes, click the **Cancel** button.



#### Save & Export

Option	Description	Note
<b>Open exported file (or folder containing ZIP) after export?</b>	Select this option to launch the newly exported file in Excel (or other native application) when the export has completed.	

#### Logging

Option	Description	Note
<b>Log file and folder access errors encountered during scanning?</b>	When selected EnTitle will add entries to the 'Scanning Errors' log whenever it encounters a problem accessing a file or folder during a scan.	For example: 'Access Denied' or '
<b>Log operations carried out on files and folders (e.g. move, delete)?</b>	Log operations carried out on files and folders/When selected EnTitle will add entries to the 'File && Folder Operations' log each time it performs a move, copy, delete, recycle or archive operation on any files or folders.	

**Advanced**

Option	Description	Note
<b>Scan Batch Size</b>	<p>The number of files or folders EnTitle will process during scanning before updating results to the main grid.</p> <p>This option is ignored when the Automatic Scan Batch Size option is checked. See below.</p>	A higher number results in faster processing, but progress are displayed less often.
<b>Automatic Scan Batch Size</b>	Select 'Automatic' to have EnTitle determine the optimal batch size automatically based on scan type, likely folder depth and filter options.	
<b>Scanning Threads</b>	The number of background CPU threads dedicated to scanning Files and Folders.	<p>It is recommended to use a low number of threads, typically 4. Scanning performance will be limited by the speed of the drive being analyzed and the number of available CPU.</p> <p>Increasing this number too high may result in scanning taking longer and exert unnecessary load on the system.</p>

## Licensing

### Licensing & Registration

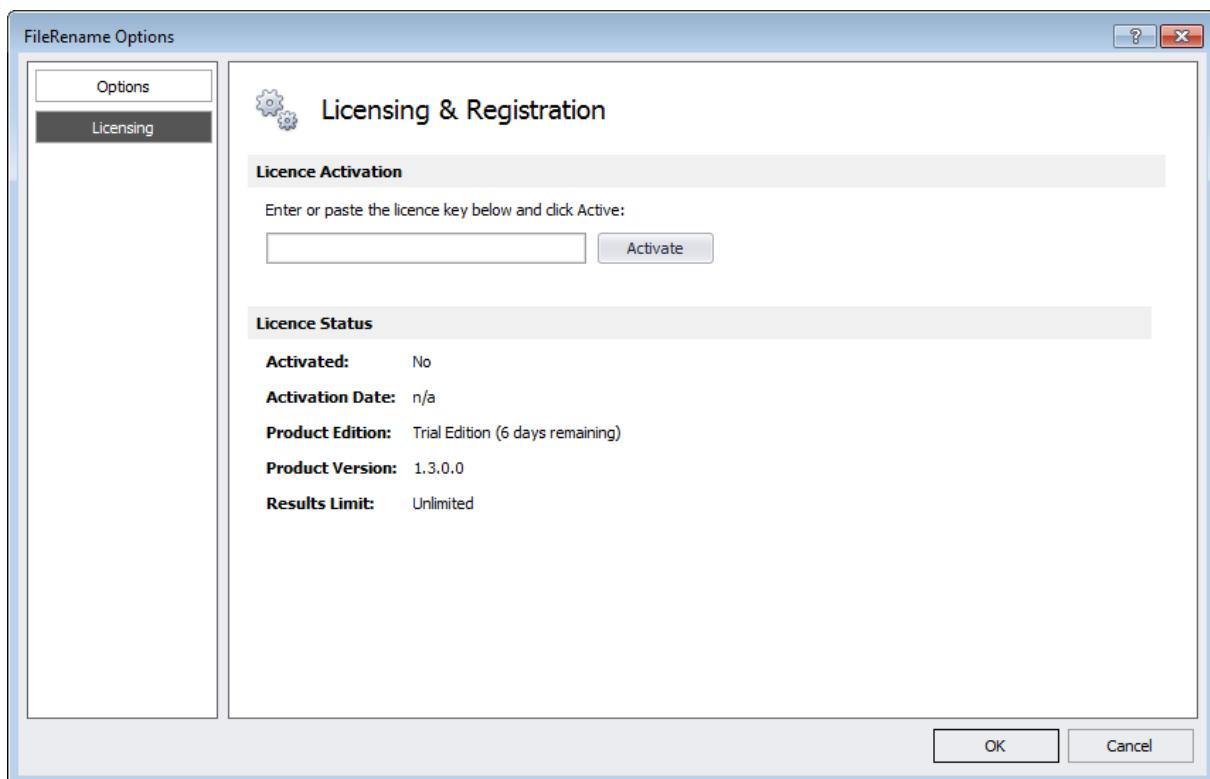
To display the Licensing and Registration screen, either:

- click the **Options** button on the toolbar ribbon then click the **Licensing** button on the Options pop-up window
- click the **Enter License Key** option from the **Register** button on the toolbar ribbon

### Overview

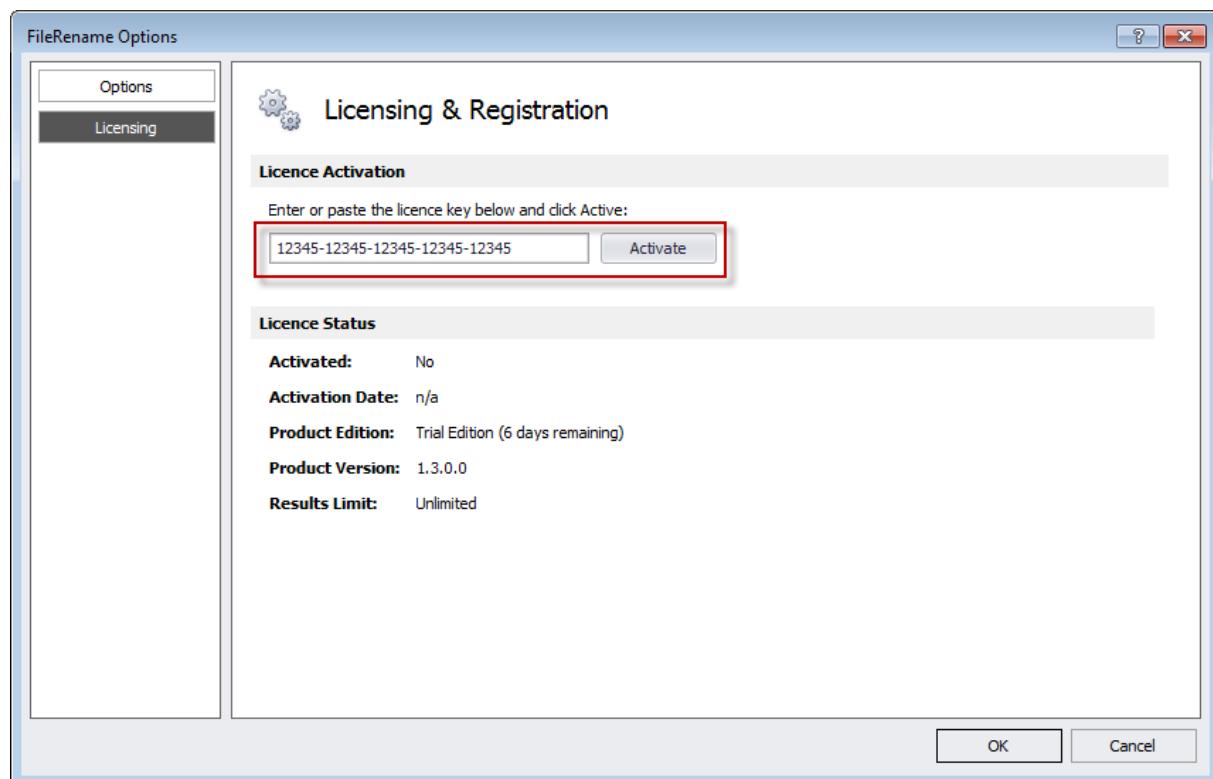
The Licensing and Registration options screen provides information on the current EnTitle edition and license status.

Product activation and edition upgrades are performed on this screen.



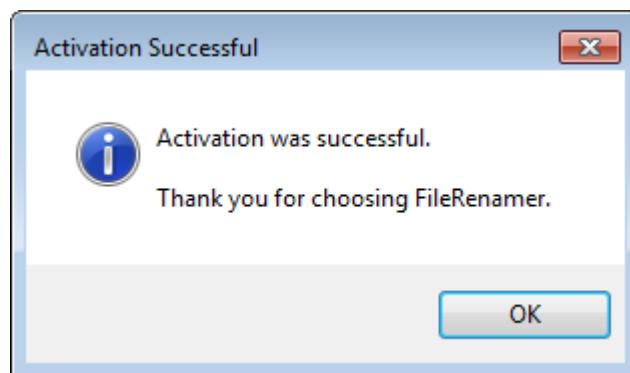
### Activating or Upgrading EnTitle

Activation and upgrade follow the same process:



1. Copy the license key from your order confirmation email to the Windows clipboard.
2. Paste the key in to the text box adjacent to the **Activate** button.
3. Click the **Activate** button.

The license key will then be validated and if successful a similar to the following will be displayed:



Current activation status and edition information can be viewed at any time:

